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The Basics of Project Management

WHAT IS PROJECT MANAGEMENT?

"A temporary endeavor undertaken to create a unique product, service, or result."
In Layman's Terms...

If it has:

- A specific and desired outcome
- A deadline or target date
- A budget that limits resources

Then it is a project...

ACTIVITIES CONSIDERED PROJECTS

- Planting a Garden
- Writing and publishing an article or book
- Rearranging your office
- Installing software on your computer
- Hosting a Technical Assistant Workshop
- Writing a proposal

WHAT IS PROJECT MANAGEMENT?

Application of:

- knowledge,
- skills,
- tools,
- and techniques

to meet or **exceed** stakeholders needs and expectations.

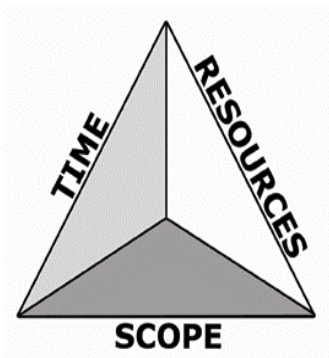
STAKEHOLDERS

"Person, group, or organization that has direct or indirect stake in an organization because it can affect or be affected by the organization's actions."

IMPORTANCE OF PROJECT MANAGEMENT

- Provides structure that promotes success.
- Saves: money, time, & resources
- Promotes good communication.
- Keeps the focus on goals and outcomes.

TRIPLE CONSTRAINTS



Know which is most important to you and your stakeholders and manage accordingly!

DEFINING THE WORK

Scope

- Defines the work, or
- Outlines the expected work effort

Scope Statement

- Deliverables + Objectives
- Confirms or develops clarity among stakeholders

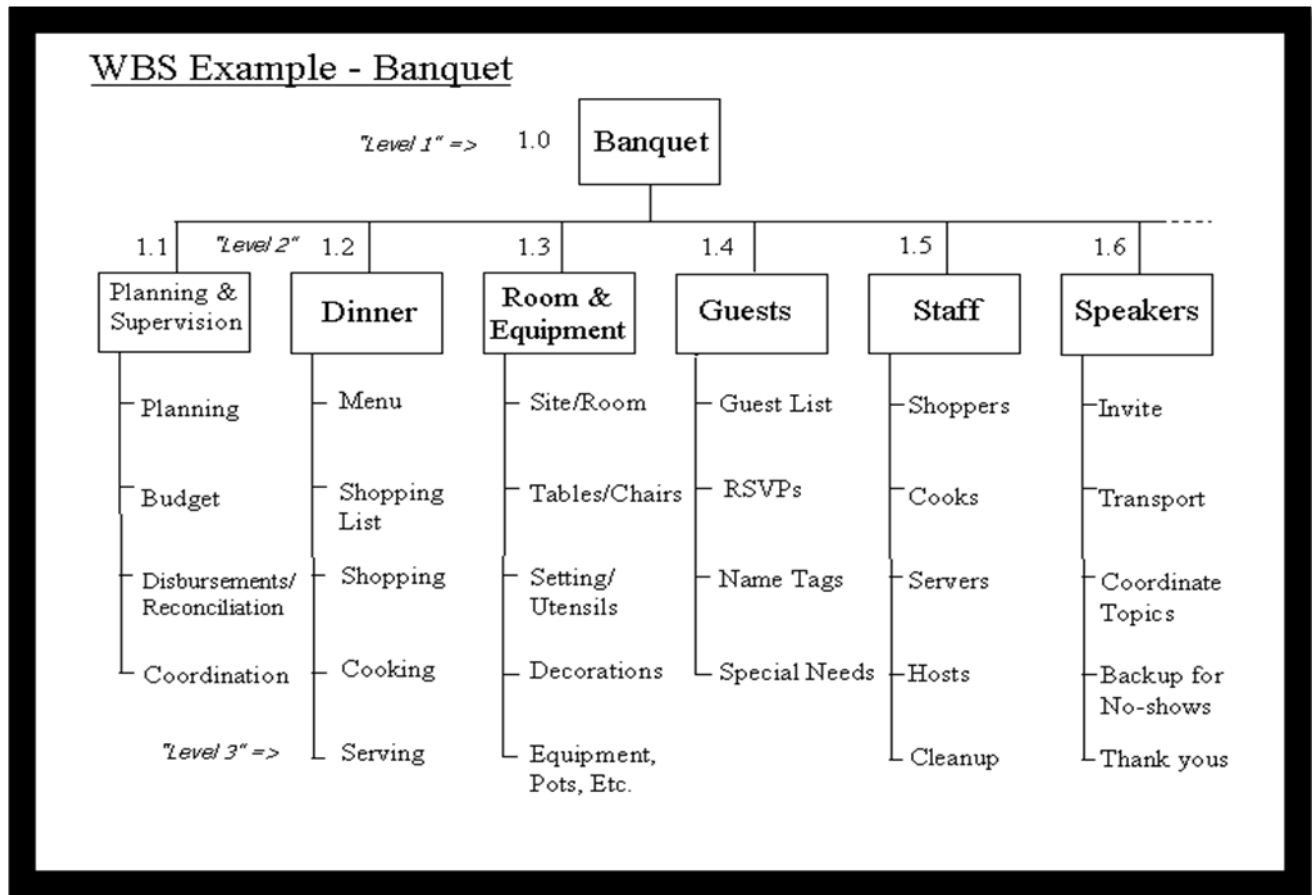
Work Breakdown Structure (WBS)

"A results-oriented family tree that captures all the work of a project in an organized way." **Not a to do list*

WBS Components

- Cost Centers
- Work Packages

SAMPLE WBS



ASSESSING THE WORK

Risk Assessment

"The identification of any event that if occurred, could have a negative or positive impact on your project."

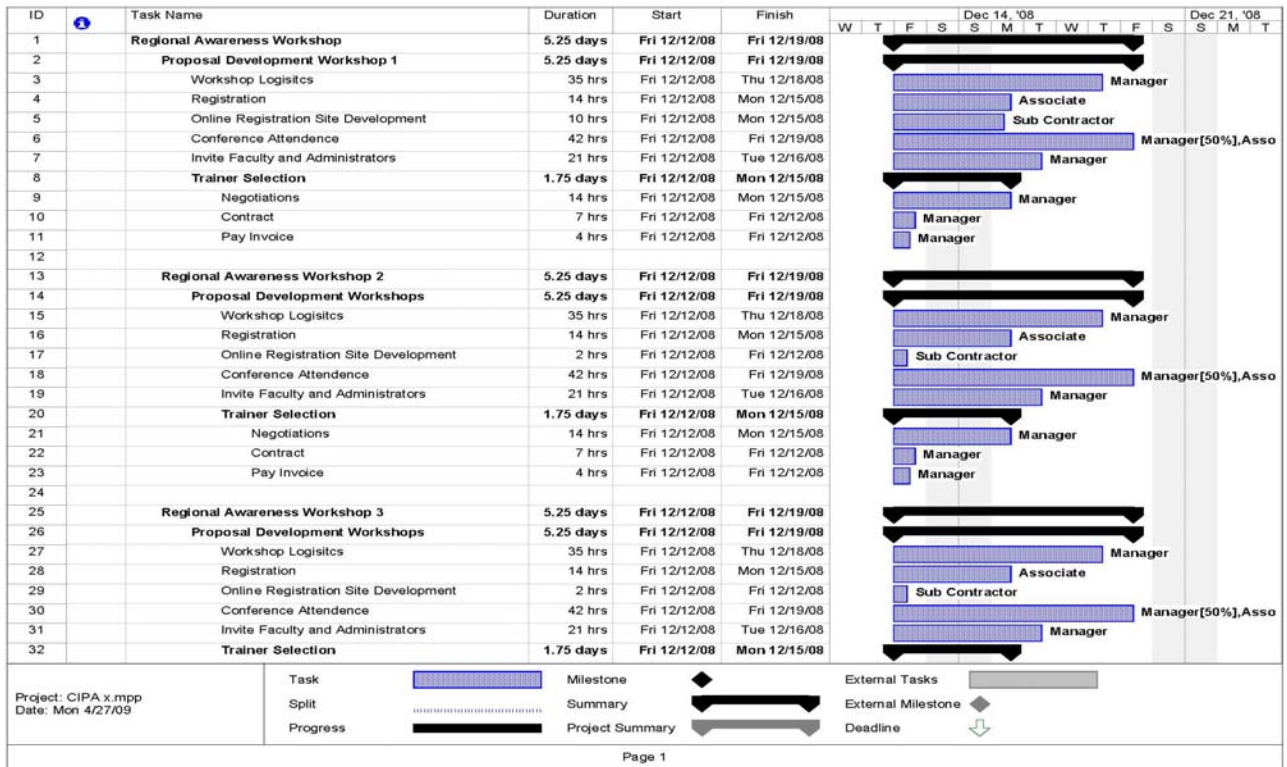
- Risk assessment is an area which we always have to do all the time.
- Risk should be communicated promptly and loudly.

PLANNING THE WORK

Scheduling

"Planning timetables and establishing dates when resources are required to perform activities."

SAMPLE GANTT CHART



Project Close-out

The last major phase of a project's life cycle is the close-out.

- Conducting a lessons learned session
- Recognizing outstanding achievement
- Celebrating project completion

Plan your work...

Then work your plan!